ARC Monthly Bulletin – March 2014

Valuable information for ARC's customers

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FULL STORIES

1. Grants Management

As we continue to look for opportunities to improve and expand our service offerings, we are analyzing the benefits of providing a Grants Management solution to our customers. We are early in the process of determining what our customers may be interested in, including a "Full Service" offering, a Platform-only offering, and even potential hybrids of the two. Therefore, if any level of Grants Management support is a service your agency would be interested in obtaining, we are very interested in your need(s), ideas, or specific requirements.

For additional information, contact Mario Coon at Marios.Coon@Fiscal.Treasury.gov or 304-480-7410.

2. Recordkeeping Tips for 1099 Reporting

We submit IRS 1099 tax forms for calendar year 2014 on behalf of our customers.
Below are some recordkeeping tips for you to consider throughout the year:

- Record all Purchase Card Convenience Checks on the Convenience Check Log as they are issued, rather than trying to collect the data at the end of the year.   Refer to the convenience check log on your ARC customer web page.
- Complete all fields of the log as this information is critical for preparing an accurate 1099 form.
- Be careful to assign the correct Budget Object Code (BOC), as only certain codes are eligible for reporting.   Refer to your ARC customer web page for current BOC listing.
- Submit your Convenience Check Logs, Debt Forgiveness, and Confidential Payment Information to ARC1099@bpd.treas.gov by December 31.
- Forward any CP2100 and CP2100a notices that you receive from the IRS for TIN number and name discrepancies throughout the year to ARC1099@bpd.treas.gov.

For more information about ARC 1099 reporting process, contact Shannon Allen at 304-480-7507 or ARC1099@bpd.treas.gov

3. PRISM Training Scheduled for April

We provide PRISM refresher training to assist our customers in their efforts to effectively transition newly hired staff and meet other potential training needs. This training is provided to our customers at no additional charge. We will conduct virtual PRISM Requisitioner training April 9 and April 16, 2014. All current PRISM requisitioners will receive information, via email, about how to sign up for the classes.

For more information, contact PRISM Support at 304-480-8000 (Option 2) or Prismsupport@bpd.treas.gov

4. Virtual Discoverer Viewer Training for April

We provide Virtual Discoverer Viewer refresher training to assist our customers in their efforts to effectively transition newly hired staff and meet other potential training needs. This training is provided to our customers at no additional charge. We will conduct virtual Discoverer Viewer training sessions April 15 through April 17, 2014. All current Discoverer Viewer users will receive information, via email, about how to sign up for the classes.

For more information, contact Oracle Support at 304-480-8000 (Option 3) or OracleSupportTeam@bpd.treas.gov.

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